



Platicamos-ARMA

Northern New Mexico Chapter



Volume 4, Issue 2
August 2002

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Presidents Message



Sherry L. Guthrie

Hello everyone. In keeping with our motto this year, *Share Learn, and Grow*, we have information to share that may help you learn & grow.

Our first membership meeting of the new ARMA year was held at the State Land Office on Thursday, August 15th. Our guest speaker, Ms. Micky Hogue from Sandia National Laboratory, presented an informative talk on disaster planning. Because disaster planning is such a valuable topic, some folks from the Land Office, (nonmembers) took advantage of this opportunity and joined in, therefore we had a full house.

There were 30 people in attendance, which is a record—and *there was 'no free lunch' offered!!* I want everyone to know how wonderful it was to see so many members participating and enjoying the meeting and presentation—a benefit of ARMA-NNM.

During the meeting, we honored Barb Ricci as the Chapter *Member of the Year*, and presented her a bouquet of roses in gratitude for her leadership last year. Thank you Barb.

Also, two new committees evolved: The Hospitality Fun & Frolic committee, headed by our Secretary, Liz Trujillo, and the Special Projects Committee, headed by yours truly & Beverly Rios.

As you may have guessed, the hospitality committee has an admirable objective adding a bit of fun & frolic to our meetings & seminars. They will also be helping out by handling the refreshments, greeting new members, and in general, handling most of our logistical problems.

The Special Projects Committee will take on exactly that—*Special projects* such as workshops, celebrating Strategic Information Month in April, and any other project that crops up from many sources including member requests.

Another opportunity for sharing, learning & growing is coming soon. The ARMA International Conference in New Orleans runs from September 29 to October 2. This conference offers you many opportunities to share experiences with members from other parts of the country and the world. This 3-1/2 day educational panorama, includes:

- How to Study for the CRM Exam
- Strategic Planning in RIM Environments
- E-Mail, Don't Just Send It, Sort It and Save It;
- The Changing Face of Records Management over the Next Five Years.

Of course, you get to see a little of New Orleans, hear a little jazz, try a little crawfish etouffee and beignes all while learning about the cutting edge topics in Records Management. Laissez les Bons Temps Rouler!! Sign up today.

We look forward to seeing you in Espanola at our September meeting. Reminder-- IMAGIC Business Solutions is the spot and the Date/time is Thursday, the 19th at 11:30. For a little fun & frolic, we're holding a door prize drawing at every meeting. Maybe you will win.

I look forward to seeing you all soon. Meanwhile do everything you can to s-t-r-e-e-e-t-c-h yourself .

Sincerely,

Sherry L. Guthrie, CRM

S=Share, L=Learn, G=Grow

"Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable"

NORTHERN NEW MEXICO ARMA CHAPTER COMMITTEES

(Volunteers Are Welcome)

Seminar Committee

Sets up two seminars a year, generally around November and April.

Chairperson: Karen Kreutzer 505-827-5720

Membership Committee

Responsible for welcoming new members to NNM ARMA through mailings, phone calls and emails. Maintain a database with member information.

Chairperson: Barb Ricci, 505-747-4177

Newsletter Committee

To present a monthly newsletter to all ARMA members. They are always looking for articles on members, or RIM events and information.

Chairperson: Sally Olguin, 505-667-6991

Web-Site Committee

Maintain a chapter web-site with any and all information that may be of benefit to members.

Chairperson: Theresa Connaughton, 505-665-4574

Give Committee

Points out and sets up opportunities for us to help out in our communities. We've held book sales, raffles, and designated chapter funds to help out wherever we can.

Chairperson: Dolores Salazar 505-667-7076

Programs Committee

Arrange for guest speakers at our membership meetings. Suggestions are more than welcome here.

Chairperson: Liddie Martinez 505-747-4177

Ristra Rewards Committee

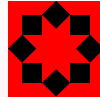
Responsible for maintaining our membership point accumulation program and providing the annual list of winners.

Chairperson: Lucille Sisneros 505-827-5852

Audit Committee

Responsible for assuring financial competence by performing internal audits, bi-annually.

Chairperson: Albert Montoya 505-665-1690.



History/Library Committee

Responsible for selecting resources for the NNM Chapter resource library. Maintaining Chapter records following the ARMA records retention schedule.

Chairperson: Leslie Monsalve-Jones 505-476-9718.

CRM Committee- Responsible for mentoring members who are interested in preparing for the Certified Records Manager (CRM) Examination.

Chairperson: Sherry Guthrie, 505-667-7884

Hospitality Committee (Proposed)

Responsible for providing fun and frolic at meetings, seminars, workshops – anywhere we are. Position requires an irresistible urge to blow bubbles, break out in song, dress as what does not benefit the occasion; play the harmonica or the tambourine.

Chairperson: Liz Trujillo

Volunteers are needed

Simply call the Chairperson from the committee you are interested in and announce your intentions.



You may be only one person in the world,

but you may also be the world to one person.



From the Desk of the Editor

Alert: Records Management Is NOT Filing

By: Sally Olguin

Yes, of course proper filing is important for every organization, business, or home and without a proper filing system there *would* be a major problem—inability to retrieve records when needed.

Certainly, one can understand the issues that may arise from inadequate record keeping practices. One only need read current headlines in the news such as the two listed below.

WorldCom: Staff Told Not to Talk to Auditor; E-Mails; Jonathan Krim; Washington Post Staff; August 27, 2002.

ImClone Sues Over Data Destruction; By Ben White, Washington Post Staff Writer; August 15, 2002.

This is why Records Managers must alert managers, staff, and personnel within their organizations that the terms *Records Management* and *filing* are NOT synonymous. Here are the definitions of *Filing* and *Records Management*, which will clearly separate the two functions.

Filing is the process of systematically placing *records* within an identified *filing system*.

Well, this definition brings about some questions:

- How is the filing system created?
- Who is involved in creating a records filing system?
- How long should records be kept?
- What is a record?
- What is *NOT* a record?
- What guidelines are used for developing the filing process?

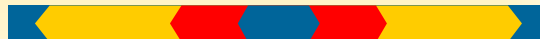
Because filing is an important element, it is included in the functions of a Records Management Program, which is outlined in the Records Management definition.

Records Management: The systematic control of all organizational records during the various stages of their life cycle: creation or receipt, maintenance and use, and disposition—effectively managing information so that it is

timely, accurate, complete, cost-effective, accessible and useable, and complying with laws and regulations, while keeping in line with the organization's core mission and goals. The following is a list of a few of the functions of a records management program.

- Analyze and identify current record keeping processes and requirements.
- Identify an organization's records and their value.
- Develop and assign records retention schedules.
- Develop and implement the organizational file plans.
- Develop and implement records management procedures and policies.
- Conduct inventories of an organization's records holdings.
- Develop and provide training in records management to all levels of personnel.
- Communicate policies, procedures and guidelines to the organization's personnel.
- Promote records management benefits through effective marketing techniques.
- Learn, evaluate and recommend new RM technology.
- Address costs savings in space and equipment for records storage facilities.
- Provide excellent customer service—everyone can be a customer.

Obviously there is a big difference between managing records and filing. This is why it is important that organization's managers, and staff, thoroughly understand the difference between filing and managing records. Perhaps, then they will find that they indeed need an effective records management program because filing alone will not do.



Chip	Halon	Refile	Target
Node	Records Center	Output	Text
File	Record	Encryption	Erase
Caption	Acid Free Paper	Pixel	Can you find all the words below?

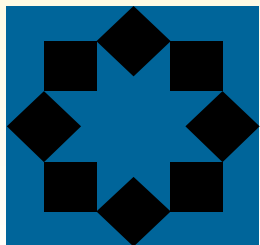
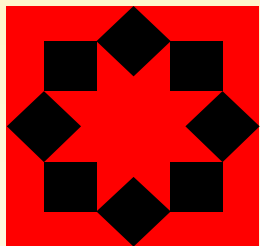
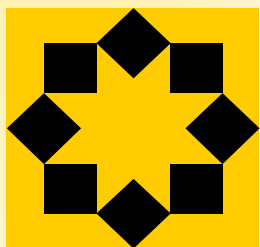
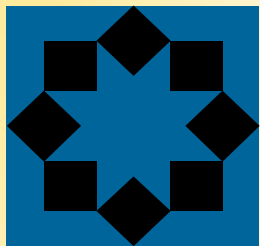
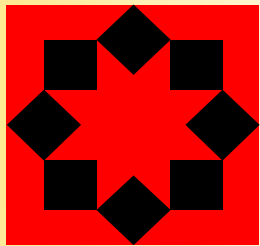
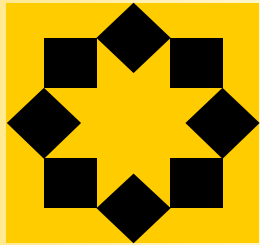
Just For Fun!

Answers are on page: 9

Word Definitions are below!

A	C	I	D	F	R	E	E	P	A	P	E	R
P	A	O	R	A	H	K	N	L	O	L	L	O
P	P	N	O	D	E	T	C	F	Y	M	I	U
I	T	K	C	V	B	E	R	A	S	E	F	T
X	I	O	E	H	T	X	Y	T	G	M	E	P
E	O	P	R	S	W	T	P	L	H	I	R	U
L	N	Q	U	V	H	X	T	A	R	G	E	T
M	L	R	A	G	C	H	I	P	Q	T	P	X
F	I	L	E	F	R	V	O	T	Z	A	I	R
V	R	R	H	A	L	O	N	S	L	P	Y	H
R	E	C	O	R	D	S	C	E	N	T	E	R

Pixel	The smallest unit of a digitized picture, either on the screen or printed.
Virus	A computer program that replicates itself into other programs that are shared among systems with the intention of causing damage.
Acid Free Paper	Paper having a pH of 7.9 or greater that has been treated with an alkaline substance capable of neutralizing acids. Acid-free paper may become acidic through contact with acidic material or atmospheric pollutants. Also called acid neutral
Hit	A term used to indicate an answer located by an electronic system that seems to meet or match the search parameters.
Chip	A small sliver of silicon (or germanium) etched with electronic circuits that process and store data.
Halon	A gas used to extinguish fires-effective only in closed areas. It is no longer available for future installations because of environmental reasons.
Refile	The process of returning a record to its proper place.
Target	In micro-graphics, any document or chart containing identification information, coding, or test charts.
Node	The name used to designate a part of a network-one of the links-or a type of link in the network.
Records Center	A low cost centralized area for housing and servicing inactive or semi-active records whose reference rate does not warrant their retention in a prime office space.
Output	The machine-readable or human readable data produced by a computer.
Text	That part of a document that contains the substantive information to be conveyed. Sometimes called the body of the document
File	A collection of related records filed together usually in reverse chronological order. The action of arranging documents into a predetermined sequence. A cabinet housing folders containing documents. A named set of records stored or processed as a unit electronically.
Record	Recorded information, regardless of a medium or characteristics, made or received by an organization that is evidence of its operations, and has value requiring its retention for a specific period of time.
Encryption	Any procedure used in cryptography to prevent unauthorized use.
Erase	The process of permanently removing, overwriting, or obliterating information from an erasable storage medium.
Caption	A title, heading, short explanation, or description of a document or record, or a title of a specific field on a form.



August NNM ARMA Meeting



Chapter Member of the Year, Barb Ricci



Our guest speaker, Mickey Hogue



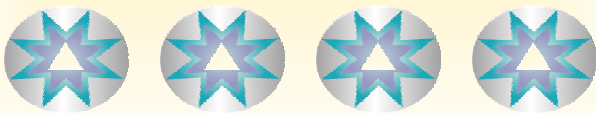
Knowledge is not achieved until shared..

Mission Statement

**“To Advance and Promote Records and Information Management (RIM)
by sharing professional knowledge and exchanging experience and information.”**

Agenda: September 19, 2002 Meeting

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Minutes
 - August Membership Meeting (Liz Trujillo)
7. Acceptance of Reports
 - Treasurer's Report- (Ernie Maestas)
 - Membership Report (Barb Ricci)
 - Other Committee Reports
8. Unfinished Business
 - Fall Seminar Status (Karen Kreutzer)
 - Annual Budget (Ernie Maestas)
 - Use of External Auditors (Albert Montoya)
 - Other
9. New Business
 - Committee Proposals (Committee Chairs)
 - Committee Budgets (Ernie Maestas)
 - List of Chapter Goals (Sherry Guthrie)
 - Other
10. Presentation: “Genealogical Research-
Starting a Family Tree”
Presenter: Jose Esquibel, State Archives
11. Announcements
 - Next meeting, Board Meeting – Oct. 10, 2002
Location: PLTA Classroom, Los Alamos
 - Membership Meeting – October 17, 2002
12. Adjournment



Northern New Mexico Chapter ARMA

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Liz Trujillo, Secretary
NM State Land Office
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Barbara Ricci, President Ex-Officio
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(505) 747-4177

CRM CORNER - 2002

By Sherry L. Guthrie, CRM

Hip Hip Hooray!! We have two definite candidates for the next round of CRM exams. They both got accepted to sit for the CRM Exam coming up in November, 2002. Congratulations to Albert Montoya and Dolores Salazar.

We'll be starting a study group for them this month since they will be taking any or all of Parts I through V. If there is anyone else who would like a head start on preparation for the exams, just let us know. Give me a call at 667-7884 or an e-mail to Sherry at: sguthrie@lanl.gov.

The next deadline for submitting an application will be January 1, 2003. Those tests will be given the first week of May 2003. We have ongoing study groups so you can join up at any time.

I wanted to take this opportunity to direct you toward the Institute of Certified Records Managers (ICRM) Web Page. Here you will find all kinds of helpful information on becoming a Certified Records Manager (CRM). Also listed are job postings for CRMs plus the latest newsletter. Following is a sampling of what you will find:

- Introduction
- Mission Statement
- Constitution & By-Laws
- The Examination
- Study Outline
- Exam mentorship
- Exam Workshop Link
- Qualifying for the Exam
- Documenting Your Experience
- Code of Ethics
- Certification Maintenance
- Board of Regents
- ICRM Contacts
- Recently Certified Records Mgrs
- Newsletter
- ICRM Forms
- Publications
- Frequently Asked Questions
- Positions Available

You might take the time to go to the sight & look around: <http://www.icrm.org/>

Have fun!
Sherry Guthrie, CRM



Subject: E-mail Manners A Few Simple Rules to "Civility"

Do not use E-Mail...

- ☐ In lieu of thank you notes or important invitations.
- ☐ For controversial information.
- ☐ For bad news, or in place of a condolence note.
- ☐ To convey anything that if forwarded or overheard could be harmful or embarrassing.
- ☐ To call in sick or break a date.
- ☐ To fire someone.
- ☐ To offer a raise or a promotion.
- ☐ To persuade someone to help you.
- ☐ For sending chain mail, jokes, or petitions.

Do use E-Mail...

- ☐ For Quick Questions.
- ☐ For simple work issues.
- ☐ For scheduling meetings and events.
- ☐ For sending newsy updates to friends.
- ☐ For R.S.V.P.ing
- ☐ To praise a person or group (good for cc others)

A few tips!

State your topic: Always fill in the subject line.

Be Brief: Lengthy emails, more than a screen long are daunting and annoying. Break long thoughts into separate paragraphs.

Style Counts: Spell check your notes before you hit "send". DO NOT WRITE IN ALL CAPS!

Identify Yourself: Create a standard sign off that is automatically attached to your business emails. Include your full name, title, phone number, and any important information about you company.

Answer Promptly: When a business emails begs a reply, reply within a few hours.

Be Very Careful what you say: What you write can be printed, forwarded, and filed by your correspondent.
Keep Separate Accounts: One for business and one for personal use.

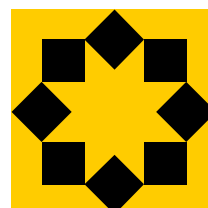
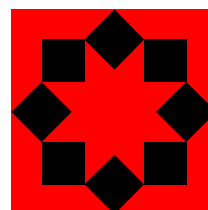
Board Meeting: September 5, 2002
11:30 a.m.—1:30 p.m.
Location: PTLA, 1247F Central Avenue, 2nd Floor
Los Alamos, NM

Membership Meeting: September 19, 2002
11:30 a.m.—1:30 p.m.
Location: IMAGIC, 411 S. Santa Clara Bridge Road
Española, NM

Newsletter Articles Due: September 23, 2002

Seldom ever was any knowledge given to keep,
but to impart; the grace of this rich jewel is lost in
concealment.
—Joseph Hall

NNMC/ARMA



September 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 <i>Board Meeting</i>	6	7
8	9	10	11 	12	13	14
15	16	17	18	19 <i>Membership Meeting</i>	20	21
22	23 <i>Newsletter Articles Due</i>	24	25	26	27	28
29	30					

Speaker Article

José Antonio Esquibel, Geneology

Hello Everyone! We are in our 4th year as a Chapter and during this year we are recognizing and taking advantage of the special talents found across our region by inviting local treasures to ARMA, as Guest Speakers. One such treasure is our own José Antonio Esquibel who is a genealogical researcher who writes about families in New Mexico's colonial history (1598-1821). Jose lives in Santa Fe and his family roots are imbedded in the communities of Las Vegas, Mora, Taos, Santa Barbara, Velarde, Abiquiu, and Santa Cruz. As a researcher, Jose has authored and co-authored many articles related to Spanish colonial genealogy and history, with particular regard to New Mexico such as those listed below:

- Esquibel, J, Colligan, J.B: The Spanish Re-colonization of New Mexico: An Account of the Families Recruited in Mexico City, 1693 (Albuquerque, 1999), which chronicles the history and genealogy of fifty-six families that came from Mexico City to Santa Fe, arriving in June 1694.
- Esquibel, J, Preston, Christine and Douglas: The Royal Road: El Camino Real from Mexico City to Santa Fe published by the University of New Mexico Press, 1998. Jose has also contributed to three anthologies on New Mexico history and has served as a research consultant for the Vargas Project (UNM) and El Camino Real Project. To date, Jose is the 1st Vice President of the Historical Society of New Mexico. For those of us who would like to get more information, you can look on the website Jose maintains, titled "Beyond Origins of New Mexico Families," which is dedicated to making new genealogical information about New Mexico colonial families available to the public. <http://pages.prodigy.net/bluemountain1/beyondorigins.htm>

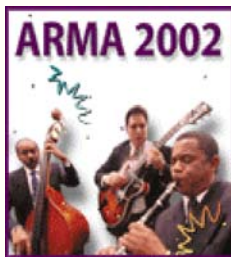
You will not want to miss this one. Jose will be providing an overview of beginning genealogical research and information on accessing historical documents, as well as the tools that are critical to this type of research.

September 19th (Thursday) 11:30 a.m. @ the IMAGIC Business Solutions in Española

Note: This is a brown bag meeting, so bring your lunch.

Here are the answers to the Crossword Puzzle on page 4. Did you find all the answers?

A	C	I	D	F	R	E	E	P	A	P	E	R
P	A	O	R	A	H	K	N	L	O	L	L	O
P	P	N	O	D	E	T	C	F	Y	M	I	U
I	T	K	C	V	B	E	R	A	S	E	F	T
X	I	O	E	H	T	X	Y	T	G	M	E	P
E	O	P	R	S	W	T	P	L	H	I	R	U
L	N	Q	U	V	H	X	T	A	R	G	E	T
M	L	R	A	G	C	H	I	P	Q	T	P	X
F	I	L	E	F	R	V	O	T	Z	A	I	R
V	R	R	H	A	L	O	N	S	L	P	Y	H
R	E	C	O	R	D	S	C	E	N	T	E	R



HERE'S YOUR LINK TO ALL THE INFORMATION YOU NEED TO ATTEND THE ARMA 2002 CONFERENCE AND EXPO

Don't miss the ARMA 2002 Conference and Expo, September 29-October 2 in New Orleans. This pre-eminent conference will prepare you for success, in your information and records management career and help you build the technical and managerial skills required to manage information strategically today. Learn from others through interactions with information and records management professionals from around the world. But this event isn't all work – it's a world-class celebration, too. Don't miss the sensational sessions, dynamic keynote speakers, and the electricity of New Orleans.

As an added bonus you will hear from the following three special keynote speakers who will stimulate you with their dynamic, innovative messages:

- **Nick Bontis**, a world-renown guru in the areas of intellectual capital, knowledge management, and organizational learning, will challenge you to think beyond the boundaries of current practices with his presentation, "Winning in a Knowledge Era."
- **Gary Clayton**, founder and chairman of the privacy council, will enlighten you on ideas of privacy that you might not have considered before with "Privacy, It Is Your Business."
- **Carr Hagerman**, who has inspired successful Fortune 500 companies to create a more effective, fulfilling, and fun workplace, will inspire you and change the way you think about work and life with his amusing and inspiring "The FISH! Philosophy: Catch the Energy, Release the Potential."



ARMA International Conference New Orleans

The ARMA International Conference will be held in New Orleans this year, From September 29 through October 2. This is always a wild and wonderful time – so many opportunities to learn, to network, to see the sights, and just plain have fun. You may want to learn more at the link: <http://expo.arma.org/>

Learn! Share! Celebrate!

The 2002 ARMA International Conference & Expo offers a rich exchange of fresh ideas, success stories, proven practices, and solutions to new challenges.

Together we learn, share, and celebrate the records and information management profession. Join other RIM professionals this fall (September 29-October 2) in New Orleans as we continue to move our profession in new and exciting directions.

Register securely online today at <http://expo.arma.org/registration>. The registration fee for members is \$645 before the August 10 deadline and \$770 after that date.

